Life Insurance Corporation of India, Divisional Office, Machilipatnam intends to invite tenders for Security / Caretaker Services at various LIC offices in Krishna & Guntur Districts in sealed envelopes from reputed licensed Organizations having sound financial capacity and proven track record of at least 3 years in the field for providing Security Services to large institutions/banks etc with an annual turnover of Rs.15 lakhs and above for the last 3 years.

The tenderers meeting the criteria specified in the tender shall only be considered for further evaluation.

Tender format containing Terms & Conditions for Security / Caretaker Services is available in our website <www.licindia.in> from 01.09.2015 to 21.09.2015. Last date for submission of filled in tenders to our office will be on 22.09.2015 before 11.00 a.m. Tenderers, will have to send a DD for Rs.200/- (Rupees two hundred only) towards tender fee along with the completed tender.

The Sr. Divisional Manager, Divisional Office, Machilipatnam reserves the right to reject/issue the tender to any agency at his sole discretion without assigning any reason whatsoever.

Date: 01.09.2015

Sr. Divisional Manager
Ref:DO/OS/Tender/Security/15-16

Re: TENDER FOR SECURITY / CARETAKER SERVICES AT VARIOUS LIC OFFICES IN KRISHNA & GUNTUR DISTRICTS

Sealed quotations are invited under two bid system for Security / Caretaker Services at our various offices in Krishna & Guntur Districts as per the enclosed formats.

1. The tender forms can be downloaded from our Website: www.licindia.in. The tenderer needs to pay an amount of Rs.200/- (Rupees two hundred only) towards tender fee for submission of tender for Security / Caretaker Services at various LIC offices in Krishna & Guntur Districts by way of DD payable at Machilipatnam along with the tender forms.

2. Tenders should be submitted in the form of two bid system viz. sealed cover super scribed as ‘Technical Bid’ along with enclosures as listed in para 3 below and another sealed cover super scribed as ‘Price Bid’ in ‘Annexure-B’. These two individual sealed covers are to be kept in a single big sealed cover superscribed as “Tender for Security Services at LIC Offices” - Last Date for submission of tenders at Divisional Office, LIC of India, Machilipatnam is 22.09.2015 before 11.00 a.m.

3. The envelop containing the technical bid should have the following documents/papers
   A. Technical bid in Annexure A
   B. DD for Rs.10,000/- towards EMD
   C. Self attested photo copy of Certificate of Registration of the Firm/Company
   D. Self attested photo copy of the Trade license
   E. Self attested photo copy of the ESIC registration
   F. Self attested photo copy of the EPFO registration
   G. Self attested photo copy of Service tax registration
   H. Self attested photo copy of the letters of award of contract which are in presently in operation and completed contracts
   I. Audited financial statements (Income statement, Profit and Loss account and Balance sheet)
   J. Self attested photo copy of the Income tax assessment order/copy of IT returns filed for the last three years
   K. Self attested photo copy of the PAN
   L. An affidavit sworn by the proprietor or managing partner or director of the company that they have no criminal antecedents, never black listed by any govt, semi govt or PSU and shall not place any security staff with criminal antecedents
   M. DD for Rs 200/- towards cost of tender drawn in favour of LIC of India, payable at Machilipatnam.
   N. Tender form duly signed by the bidder in all pages in token of having accepted all the terms and conditions

4. EMD of Rs.10,000/- (Rupees Ten Thousand only) referred to above should be sent in the form of DD drawn favoring “LIC of India” on any nationalized bank payable at Machilipatnam, without which the Bid will not be considered. The EMD will not carry any interest and it will be refunded to the unsuccessful bidders within 15 days after the finalization of the tender. The EMD deposited by the successful bidder will be converted into Security Deposit and it will not carry any interest.
5. The Terms and Conditions governing the tender are given herewith. The tender for Security Services contains 10 pages (4-13) numbered serially. All pages of the tender forms will have to be signed by the tenderer as proof of its acceptance.

The tenders received after the due date and time will not be considered.

The schedule for processing of tender is as under:

**Last Date for Submission of tender forms: 22.09.2015 before 11.00 a.m.**
**Opening of Tenders: 11.30 a.m. on 22.09.2015 in the DO premises, Machilipatnam**

The Technical Bids will be opened on the date and time specified above. The tenderer or his authorized representative duly authorized by a letter of authority may be present at the time of opening the tender.

After preliminary scrutiny of Technical Bids, verification of credentials, the Price Bids of only those bidders whose Technical Bids are found eligible will be opened at a later date.

Yours faithfully,

Sr. Divisional Manager.
ANNEXURE “A”

**Tender for Security / Caretaker Services**
*(Last Date for Submission : 22.09.2015 before 11.00 a.m.)*

**TECHNICAL BID**

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Information Sought</th>
<th>Information Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Firm /organisation ( in Block Letters)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Date of Establishment / Incorporation</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Registration No. for registration under Companies Act,1956 (Please enclose photo copy of the certificate)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Correspondence address and Telephone No.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Address of Head Office (if separate) and Telephone No.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Status : Proprietary / Partnership / Private Limited Company / Public Limited Company</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Name(s) of the proprietor/ Partners / Directors</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Name of the Chief Executive with his present address, Mobile / Telephone No.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Name(s) of Representative(s) with Designation who would be calling on us and attending to our jobs</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Name of Bankers with addresses &amp; Telephone Nos. &amp; IFSC Code</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>PAN No. allotted by Income Tax Dept. (Please enclose attested photocopy)</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Labour Licence Nos. and validity under various provisions of Labour Laws. (Please enclose attested photocopy of certificate)</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Service Tax Registration No. (Please enclose attested photocopy of certificate)</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>E.P.F. Registration No. (Please enclose attested photocopy of certificate)</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>ESI No. (Please enclose attested photocopy of certificate)</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Turnover for last 3 years</td>
<td>F.Y. 2014-15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F.Y. 2013-14</td>
</tr>
<tr>
<td></td>
<td>F.Y. 2012-13</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>State the latest Income Tax Assessed year and the amount of Tax Assessed (copies of last 3 years IT Returns, Balance Sheets &amp; Revenue A/c to be enclosed)</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Details if registered with any other Government Authority (ies)</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Date of obtaining ISO 9001:2008 certificate and its validity period (Please enclose an attested copy of certificate), if any.</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Details of empanelment with any office of LIC of India and/or PSUs/any other Corporate Offices. (Please enclose list giving full details and name and telephone no. of person/s who may be contacted for confirmation)</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Details of your Past Experience and Presently undertaken in the field (enclose the certificates from the relevant institutions)</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Furnish the details of contracts annulled/broken services before the end of contractual period, if any.</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Mention any other specialities of your establishment</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Total number of Security Personnel employed as on 01.01.2015</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Please type out this form or fill it up legibly in ink. If space provided is insufficient, please attach separate sheet/s of paper by giving appropriate question numbers and answers thereto duly authenticating the same with signature and seal.

I / We ____________________________ request Life Insurance Corporation of India, Divisional Office, Machilipatnam consider our agency bid. We agree to abide by all the “ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS AND DUTIES OF GUARDS” prescribed in your formats and assure to render the services to the fullest satisfaction of the Corporation.

Dated at _______________ this _________ day of _____________, 2015.

Signature of Security Agent
Name & Address
Seal

**NOTE:** The Corporation reserves the right to accept or cancel any of the Agencies tender at their absolute discretion without assigning any reason.

Applications received with incomplete information or alterations will not be considered.

Note: Documentary evidence wherever applicable should be enclosed.

(Copies of the credentials & Certificates issued by any other institution may be enclosed)
Eligibility Criteria & Requirements

1. The applicant must be a Registered / Licensed Organization / Partnership firm / Sole proprietorship.
2. The applicant must have a proven track record of minimum 3 years with reputed clients in rendering security services.
3. The applicant must have sound financial capacity / credit worthiness acceptable to LIC of India.
4. The applicant must have annual turnover of Rs. 15 lakhs during the last three financial years.
5. a. The applicant must produce relevant documentary evidence along with the tender application form.
   b. Non disclosure of relevant information or furnishing of incorrect information / documents will suffer disqualification.
6. The applicant must not have been at any time declared as insolvent or convicted for any offence.
7. The applicant shall comply with all the requirements of labor laws, obtain all licences / approvals / permissions to carry on the business of security services.
8. The applicant must not have been prosecuted or suffered any penalty for violation of any labor laws by any Authority.
9. The applicant should not have rescinded / abandoned any security / caretaker services contract awarded by any of his clients before the expiry of prescribed period of contract.
10. The applicant should not be a sub-contractor to any other entity/person.
11. The applicant has not suffered any disqualification to render the security / caretaker services at any time in respect of matters not enumerated herein.
12. The contractors, who have already rendered services at our offices in Krishna & Guntur districts will be allowed to participate if their work records are impeccable.
13. The applicant should not be a party to any cartel at any time for processing any contract including the present Tender.
14. The tenderers are advised to inspect the premises where the services are required to be offered and assess for requirements themselves before submission of the tender.
15. LIC of India is not responsible in any manner for the postal delay / loss / non receipt of the tender.
16. The validity of the tender shall be for 3 months.
17. The rates to be quoted shall be inclusive of all i.e., providing Security / caretaker services and inclusive of all statutory payments, taxes, charges, levies etc., if any, excluding Service Tax, and service tax will be payable as per prevailing rules applicable from time to time. Minimum Wages applicable as on the date of publication of the Tender advertisement (Central or State whichever is higher), Taxes, Charges, Levies etc., must be taken into consideration when quoting.
18. The tenderer enclose the latest minimum wages notification issued by Central & State Governments.
19. No other increase in the amounts quoted by the selected Tenderer shall be entertained on any account during the period of the contract and renewal period, if any except for changes in minimum wages which would be reimbursable.
20. The contributions towards PF, ESI will be paid upon the production of proof of payment made to the relevant authorities.
21. The monthly payment will be made upon the production of proof of crediting the salaries to the guards directly to their bank account.
22. The tender should be submitted so as to reach Divisional Office, LIC of India, Machilipatnam on or before the due date and time specified in the covering letter.

23. Corrections, if any, in the quotation should be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.

24. The quotation should be either typewritten or neatly and legibly hand written in dot-pen.

25. Technical Bid should be placed in separate sealed envelop along with necessary enclosures specified in para 3 of our circular Ref:DO/OS/Tender/Security/15-16 dated 01-09-2015 and superscribed as “Technical Bid” and financial bid should be placed in a separate sealed envelop and should be superscribed as “Price Bid”. Both these sealed envelops (i.e., technical bid and financial bid) should be put in a separate big envelop superscribed as tender for Security / Caretaker Services at LIC Office, Machilipatnam. Any tenders received in violation of this instruction will be disqualified.

26. Any tender not complying with eligibility criteria and requirements either wholly or partially shall be liable for rejection.

27. In case of identical lowest bid by more than 1(one) bidder, the selection will be made by giving priority to the agency having currently valid ISO certification. In case more than one bidder quoting the lowest identical quotation also have currently valid ISO certification then decision will be taken on the basis of the agency having highest turn over for the year 2014-15.

28. The successful tenderer will be required to deposit an amount of Rs.1,00,000/- (Rupees One Lakh only) by way of a crossed A/c payee demand draft favouring LIC of India, drawn upon any nationalized bank at Machilipatnam towards security deposit. This deposit will be refunded only on successful completion of the agreement period. No interest will be payable on this security deposit. The EMD of the successful tenderer will be adjusted to such Security Deposit, allowing the tenderer to deposit the balance amount.

29. If the successful tenderer fails, in course of the agreement period, to comply with the terms and conditions of the Agreement, the security deposit may be forfeited in full or in part as decided by the CA.

30. The Competent Authority reserves the right to change the relevant dates; to accept or reject all or any of the applications; to accept any higher bid; or cancel all tenders without assigning any reasons whatsoever.

31. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Machilipatnam and shall be subject to adjudication of a competent court in Machilipatnam.

32. The applicant must furnish an appropriate declaration in respect of the terms and conditions mentioned herein along with the application form.
TERMS AND CONDITIONS:

1. The contract for Security Services shall be valid for a period of one year w.e.f. 01-10-2015 to 30-09-2016. which if found satisfactory, after further review and evaluation, can be renewed further for ONE more year (maximum two such occasions), on the same terms and conditions subject to three months advance consent of both the parties prior to the termination of the Contract. However, in case of non-performance or bad performance, the agreement may be terminated by the Competent Authority (CA) at anytime before completion of above period by giving one month notice to the Security Agent hereinafter referred as Agent.

2. The Agency shall provide care takers / civilian security guards preferably of local area, not over 50 years of age with minimum educational qualification of SSC/Matriculation. They should be physically fit and be devoid of any disease or ailment. A medical fitness certificate to this effect is to be submitted by the Agent. No care taker / guard suffering from any disease, ailment, handicap should be deployed.

3. The Agency shall provide the photo identity proof, address/residence proof and two responsible persons as referees for the care taker / Security Guards deployed to our offices before their deployment.

4. Any care taker / guard deployed by the Agent, if found unsuitable by the Competent Authority, will have to be removed by the Agent forthwith;

5. The care taker / security guards to be deployed is as follows:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Place</th>
<th>No. of Guards</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HI Site, Machilipatnam</td>
<td>3 guards per day</td>
</tr>
<tr>
<td>2</td>
<td>CB-1, Vijayawada</td>
<td>3 guards per day</td>
</tr>
<tr>
<td>3</td>
<td>VIP Guest House, Vijayawada</td>
<td>Care Takers – 3 per day</td>
</tr>
<tr>
<td>4</td>
<td>Officers Quarters, Guntur</td>
<td>1 guard in night time</td>
</tr>
<tr>
<td>5</td>
<td>Gudivada Branch &amp; Quarters</td>
<td>1 guard in night time</td>
</tr>
</tbody>
</table>

6. The same care taker / guard shall not be deployed for more than one shift continuously. If so, the payment will not be made for such shifts.

7. All exit gates shall be closed as per the time schedule given by the Competent Authority. The credentials of persons / vehicles coming in have to be checked before allowing them inside.

8. The guard/ care taker stationed at the office / premises allow entry only after ascertaining their Identity and purpose.

9. The Agency shall give the duty allocation chart mentioning the names of the guards deployed to the Competent Authority one week in advance.

10. The Agency shall post substitute care taker / security guards in place of absentees.
11. The Agency shall provide the torch lights, lathis, dresses, whistle and all other paraphernalia etc.,
required for Security Guards.

12. The security guards deployed by the Agency shall wear the uniform with name badges throughout,
while they remain in ZTC campus.

13. The security guards / care takers have to perform the duty of opening and closing of all doors,
windows or any other similar duties and also maintain visitors’ register in the prescribed form in
addition to the normal security / care taker duties as per Annexure ‘C’ enclosed.

14. The security guards deployed by the Agency, should be proficient in operating metal detectors/ fire
extinguishers.

15. The Agency shall submit the monthly bills to this office for payment of Salaries to the guards / care
  takers on the last day of every calendar month specifying the actual amount payable to each guard.

16. The Competent Authority reserves the right to deduct appropriate amount as specified below,
against the dereliction in any of these terms and conditions.

<table>
<thead>
<tr>
<th>Nature of Lapse</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non submission of duty allocation chart one week in advance</td>
<td>Rs.200/- on each occasion</td>
</tr>
<tr>
<td>In case of deployment of un-approved security guard / care taker in place of</td>
<td>One day salary as per the quotation for</td>
</tr>
<tr>
<td>absentees / Not confirming to selection criteria</td>
<td>each day of such deployment.</td>
</tr>
<tr>
<td>Security guards without proper torch light, lathi, dress, whistle &amp; ID card</td>
<td>Rs.100/- on each occasion</td>
</tr>
<tr>
<td>etc</td>
<td></td>
</tr>
<tr>
<td>Non patrolling of guard around the premises at least once in an hour.</td>
<td>Rs.200/- on each occasion</td>
</tr>
<tr>
<td>If stray dogs / animals enter in to the Compound</td>
<td>Rs.100/- on each occasion</td>
</tr>
<tr>
<td>Not taking care of the keys under custody of guard / care taker and not handing</td>
<td>Rs.200/- on each occasion</td>
</tr>
<tr>
<td>over to the relieving guard / care taker or to any other authorized person</td>
<td></td>
</tr>
<tr>
<td>In case of damage or theft of property</td>
<td>Actual value of the damages caused</td>
</tr>
<tr>
<td>Visitors entry not entered in the prescribed register</td>
<td>Rs.100/- on each occasion</td>
</tr>
<tr>
<td>Unauthorized entry of individuals or vehicles without proper checking</td>
<td>Rs.100/- on each occasion</td>
</tr>
<tr>
<td>Any guard / care taker huddled in the room without attending to duty</td>
<td>Rs100/- on each occasion</td>
</tr>
</tbody>
</table>

17. The Competent Authority reserves the right to terminate the contract, if the services are found to be
unsatisfactory / in violation of any terms and conditions.

18. The Agency shall obtain at his own expenses all licenses, permissions etc. as may be required by law
and shall bear all taxes imposed by any Governmental / Municipal Authority / Agency.

19. The Agency shall not assign or transfer the rights and responsibilities assigned to him to any other
person or entity.

20. The Agency shall be personally responsible for implementing all the provisions of the labour laws
and/or any other law as may be in force from time to time and as may be required in respect of the
persons engaged by him in this behalf. LIC shall not be responsible for violation of any of the laws / rules / regulations to be followed by the Agent in this regard.

21. The Agency shall note that, Income Tax or such other taxes, levies which fall under TDS shall be deducted from the bills while making the payments.

22. The Agency shall ensure that he fully complies with all provisions of Contract Labour Act (Regulation and Abolition Act 1970), Minimum Wages Act, 1948, Payment of Wages Act 1935, ESI Act, Employees Provident Fund and Misc. Provisions Act, The Child Labour (Prohibition and Regulation) Act, 1986 and such other statutory enactments, amended from time to time. Any Rules and Regulations promulgated by the Government and Local Bodies, coming into force that may apply to this agreement shall be the Agent’s responsibility including any liability on account of non-compliance or violation thereof. He shall also comply with all the requirements of laws with regard to provision of labour and ensure that an appropriate license from State Labour Commissioner is obtained.

DECLARATION

I hereby agree to all the Terms & Conditions mentioned above without any condition whatsoever. I also further agree that all the deficiencies will attract penalty and the recovery will be affected without any notice to me.

Signature of the Agency
(Date & Stamp of the Company)

ANNEXURE – B
Dear Sir,

Re: Security / Care Taker Services at your Offices.

PRICE BID

We furnish here in below the following Quotation for Security / Care taker Services at various offices in Krishna & Guntur Districts.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Cost per guard (Civilian) without arms</th>
<th>Care Taker</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic + VDA</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>ESI</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>EPF</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Admn. &amp; Other Charges</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

In addition to the rates quoted above Service Tax as applicable will be reimbursable as per prevailing rules. (Lowest bid will be determined on the basis of amount quoted under total amount given above)

Yours faithfully,

SIGNATURE OF THE AGENCY
OFFICE SEAL
ANNEXURE – C

DUTIES OF SECURITY GUARDS / CARE TAKERS

1. The shifts of the guards / care taker will be as per Clause 5 of Terms & Conditions given above. The outgoing guard / care taker will relinquish his duties only after arrival of next shift guard / care taker.

2. Safeguarding Corporation’s property against theft, damage, misuse and keeping a watch over the cars, scooters, cycles etc. parked inside the premises / compound;

3. Preventing unauthorized persons, vehicles, animals etc., from entering the premises; preventing even employees from entering office premises during the night without specific permission of the Head of the Office / without identity card / guest house allotment letter;

4. Taking charge of personal property found in the Corporation’s premises and handing over the same to the Head of the Office;

5. While on duty, observing carefully the pipelines, electrical fittings, drainage and safety installations and taking action against damage, breakdown or wastage and bringing them to the notice of the superiors for further remedial action;

6. Preventing additions or alterations in the premises being carried out by outsiders or tenants or employees unauthorizedly and reporting the matter to the Head of the Office;

7. Performing duties in connection with pumping of water such as operating pumps etc., and fixing of bulbs etc.;

8. No person will be allowed inside the premises without proper identity and checking;

9. Watching entire premises and patrolling the same frequently during the period of duties;

10. No person will be allowed to carry any prohibitive items inside the premises;

11. Carrying out the special orders and instructions given by the superiors, confidentially whenever specifically told to do so;

12. Closing and opening of the Office daily as per the instructions of superiors;

13. Checking that all doors, windows, ventilators etc. in the office buildings are properly closed after office hours, locking of the main door at night, checking that the electrical lights and air-conditioners and other electrical gadgets are properly switched off, wherever necessary;

14. Informing the Head of the Office, Establishment / Department / Building Supervisor; in case of theft or damage to the property or any untoward incident or unusual occurrence;

15. Accepting letters, telegrams, newspapers received during the tenure of the duty and signing for them and handing it over to the In-charge or Inward Mail Receiving Section;

16. Taking care of the keys under his custody and handing them over to the relieving guard / care taker or to any other authorized persons/s;

17. Ensuring that no person is inside the premises while locking;

18. Taking the following precautions against fire during night time:
   a) To switch off all electrical heaters, sigris etc.;
   b) To switch off gas cylinders, kerosene stoves or other such appliances used in the canteen;
   c) To check that no inflammable items such as petrol, kerosene etc., are lying in the premises;
   d) To see that no cigarette or beedi ends are left smouldering;
   e) To see that all waste papers are removed from the office and stored properly in the room meant for it;
19. Taking the following action in case of a fire:
   a) To raise alarm and muster assistance from neighbouring buildings / passers by;
   b) To contact immediately fire brigade and the police;
   c) To try to put out the fire by using the fire extinguishing appliances available;
   d) To inform immediately the Head of the Office or the Head of the Establishment and maintain liaison with the police in case of exigencies;
20. Preventing any person whether employee or others – from writing on the walls of the building or compound, pillars, doors or windows of the building, pasting or hanging notices, hand bills, posters, etc., or otherwise disfiguring the office or compound walls;
21. Observing strictly instructions / orders as would be given from time to time by the authorized persons;
22. All entry and exit gates will have to be closed as per the time schedule given by the Competent Authority;
23. All vehicles will have to be allowed from gate only after thorough checking;
24. All the security guards must be in uniform wearing photo identity cards;
25. A prescribed register will have to be maintained by the Security Guards / care taker at the Security Room / Guest House. Each person allowed will have to enter his / her name, address, date and time of entry / exit etc. in the register. No person will be allowed without proper identity, proper checking and entry in register;
26. The Security Guards / care takers must ensure timely switching on / off all the lights, fans, etc. in the premises, turning off water taps wherever water is flowing etc. every day;
27. Every day Security Guards / care takers will have to report at Administrative Office and sign the Attendance Register;
28. Gate Pass (duly signed by the Competent Authority) must be insisted upon before allowing any office items to go outside the premises.